

**Southwestern University
Summer Loan Program**

REQUEST FORM

(Return Completed Form to Human Resources Office for Processing)

Employee's Full Name: _____

Employee's Address: _____

Social Security Number: _____

Loan Amount Requested: \$ _____
(maximum \$300.00)

Are you paid: Monthly _____ Bi-Weekly _____

Repayment Schedule: Regular pay periods beginning September 1, 2012 and ending
December 31, 2012.

I, _____ understand that I will be required to complete a
(print name)
Loan Program Promissory Note and Security Agreement (Agreement) and that the loan will
not be issued until this Agreement has been completed.

Employee's Signature

Date

FOR HUMAN RESOURCES OFFICE USE ONLY:

Loan Approved: _____
Richard L. Anderson
Vice President for Fiscal Affairs

Date